CBS Manager Meeting Minutes

Date: 2/10/05
Time: 11:00
Place: CSC

Attendees:

Bob Bair	(OFM)
John Sansing	
Patricia Jackson	
Bill Starr	
Teresa Coppolino	(NIST)
Scott Montgomery	
Ted Wolfgang	(NOAA)
Bill Holdsworth	
Jim Aikman	(Census)
Gary Gilbertson	
Cathy Ayoob	
Jim Shaw	(EDA)

Key issues or topics addressed:

OFM Customer Survey: The CSC would like to take actions to improve, especially in the areas of functional testing of software and providing quality documentation. CSC staff met with Census to discuss procedures for working more closely and sharing resources. Bob Bair asked for bureau input for improvement and then the CSC will establish a time line and action plan for implementing the improvements. Once the CSC gets bureau ideas, we will address the cost impact on other CSC activities.

CRS Demo for the Deputy Secretary: Jim Taylor and Bob Bair demoed the CRS for the Deputy Secretary (DS). The DS recommended including tracking budget formulation in the CRS. The CSC is working with the Office of Budgeting to generate an SF-133 in the CRS. Currently, bureaus run data from the CFS and then do on-top adjustments. Bureaus have already approved a process to capture SF-133 data at the transaction level and this will require the CSC to modify the CRS data warehouse extract program. The CSC will develop a new data warehouse application where bureaus will be able to do data adjustments in the data warehouse via a new control module.

Central Contractor Registry (CCR): The CSC will deliver the last piece of CCR code on February 14th. Bureaus can then roll out CCR – but you must get all software releases installed because each release builds on the previous one. The CSC is expanding the documentation and architecture diagram to define hardware requirements. To control access to the application screen, users will go from the Internet to a navigator menu.

Bureaus need to do data clean-up and reconcile their vendor file with the CCR. This is best done in a pre-production environment. CSC will provide the update process to add only updated vendors – those with changed ABA and account numbers. Bureaus will also need to verify the two vendor files are in sync. to avoid problems.

CBS Manager Meeting Minutes

The CSC developed a CCR roll-out plan and it is being scrubbed for changes. The CSC will send it out today.

The CSC did a walk-through with GCE and developed a timeline to install the software within 1 month. Call John Sansing if you have specific questions.

The CSC needs bureau timing to implement CCR. We need to coordinate vendor resources

John will talk to EDA since most grants data is not in CCR.

CSTARS: Bureaus will receive the 224 in February. Bureaus will need to test the software and get it into production before implementing CSTARS. CCR pre-production can be done in parallel with testing the 224.

Bureaus will receive the CSTARS software on March 3rd. We need to test the bureau interface using the API to CCR. Bureaus should test CSTARS in March and then turn it on only for new actions – work also includes training requisitioners and installing the TIBCO environment. The best case schedule is to have CSTARS in production this fiscal year.

Bob Bair will discuss deployment and roll-out plans at the next CBS Executive Board meeting. He will stress that all future releases will be built upon the CSTARS version of CBS.

E-Travel: The CSC met with OAS and EDS, the vendor. There was agreement that it did not make sense to replicate the current interfaces; it is better to build the "to be" this year. OAS thinks they can do the work this year and Jim Taylor is looking for funding. If possible, we will build it this year and roll out in early FY 2006. EDS will work on the reservation component.

Trial Table: The CSC expects to do a walk-through of the requirements document by the end of February. We are currently preparing responses to requirements document comments.

Other Items:

Bureaus: Keep bureaus informed on status of E-travel. Bob Bair will contact OAM about who has authority to sign non-disclosure forms for GCE (CCR).

NOAA: Ted asked about Reorganization. John said that the new CSC government person, Lynn Wilson, started working on it and will write the requirement. The CSC will contact the bureaus for participation. There is no date yet for the requirements document.

Other: There is not electronic signature for CSTARS

CBS Manager Meeting Minutes

Action Items

1. John Sansing will send out CCR roll-out plan on 2/10.
2. John Sansing will talk to EDA about CCR roll-out.
3. Bureaus will provide time line for implementing CCR
4. Bill Starr will add CSTARS roll-out plans to CBS Exec. Board Agenda
5. Bob Bair will contact OAM about who has authority to sign non-disclosure forms for GCE (CCR)

Dates of Next CBS Manager Meetings will be:

March 10th – Census
April 14th – NOAA
May 12th – EDA
June 9th – NIST
July 14th – CSC
August 11th - Census